

REGULATIONS GOVERNING PURCHASING

GENERAL

1. The following are authorized to issue purchase orders against stipulated budgetary appropriations: Superintendent, Assistant Superintendent, Associate Superintendent, director, supervisor, coordinator, facilitator, Principal and any other person whom the Superintendent designates in writing to the Chief Financial Officer. Each is limited to the amounts of unencumbered appropriations per assigned budget unit.
2. The materials, equipment, supplies, and/or services to be purchased will be of the quality required to serve the function in a satisfactory manner, as determined by the purchaser.
3. It is the responsibility of the purchaser to provide adequate descriptions and specifications so that procurement may occur in an expeditious and economic manner.

PURCHASE ORDERS

1. Individuals are authorized to issue purchase orders against the specific budget unit(s) appropriations to which they are assigned by their respective supervisors.
2. A standard list of commonly used items will be developed by the appropriate staff. An economic order quantity of these items will be purchased and kept in Central Stores. Items in Central Stores will be requested online and charges will be made to the appropriate budget line items.
3. Items not specifically available from Central Stores items may be purchased on the regular purchase order form or through approved Procurement Card.
4. All major printing and copying jobs are to be done through Print Services. Requests for reimbursement of printing or copying done by a third party will be denied if the job was not first rejected by Print Services or approved by an administrator.
5. The number of purchase orders should be kept to a minimum.
6. Purchase orders issued will contain the following essentials:
 - a. A specification which adequately describes to the supplier the characteristics and quality standards of the item required.
 - b. A firm quoted, net delivered price, whenever possible. Prices will be shown per unit and extended.
 - c. Clear delivery instructions.
 - d. An authorized signature.
 - e. Budget account code number

7. Purchase orders will be numbered and prepared in sets with copies to be distributed as follows:
 - a. Original to vendor.
 - b. Copy to the originator.
8. Verbal orders subject to subsequent written confirmation will be issued only in emergency situations which can only be handled by this procedure.
9. Due to the inability for some budget units to purchase materials and supplies in a scheduled or other timely manner, a system of limited **blanket purchase orders (BPO)** is used. The following requirements must be followed:
 - a. A request for each vendor listing a description of the BPO, duration, dollar limit, individual authorized to release, and individual who approves the invoice must be submitted.
 - b. A BPO should be no longer than the duration of one fiscal year. The not-to-exceed-limit for all BPO's on an account must not exceed the limit in the account, as they will represent an encumbrance to the account.
 - c. Any BPO may not be used to purchase capital equipment or any other item tracked by the fixed asset system. Those items must be purchased individually.
 - d. The control system for a BPO must include separation of duties and verification that materials purchased are being used for the District's needs only. As a minimum, persons using materials or placing orders for them should not receive the material from the vendor.

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